



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 5/27/2014

Closing Date: 7/7/2014

JOB TITLE: Multifamily Analyst - CDBG

RANGE: R8

DIVISION: Multifamily Programs and Lending

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

This position is solely supported by the funding from the Community Development Block Grant (CDBG) Sandy Relief Fund. Under supervision, perform financial analyses of mortgage applications and develop financial feasibility strategies; assist Credit Officers with market evaluation and loan processing of a multifamily rental housing application; review developer/sponsor proposals for marketability and make recommendations; conduct industry and /or Agency Portfolio studies; conduct site inspections in conjunction with Credit Officer and Technical Services staff and assist in making analyses of land suitability, eligibility for subsidies and marketability of housing; prepare accurate and complete written reports on analyses and findings within established timeframes.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Two (2) year college degree and three (3) years of related experience or a combination of both education and experience which meets the required knowledge, skills and abilities.

SKILLS:

Knowledge of real estate development principles, municipal land use laws and housing finance mechanisms; knowledge of Federal and State housing programs; knowledge of real estate property management procedures; ability to prepare financial statements and accurate, concise and informative reports.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS. NJHMFA PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO BOTH INDIVIDUALS WITH VETERAN STATUS AND INDIVIDUALS WITH DISABILITIES.